



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTING OFFICER, SPECIALIST

\$3,841-\$4,670

ACCOUNTING SERVICES BUREAU SACRAMENTO

RESPONSIBILITIES: Under the general supervision of the Senior Accounting Officer, Supervisor, the Accounting Officer, Specialist performs various professional accounting duties in the General Ledger Unit. Duties include: Reconciles State Controllers' Office (SCO) and CALSTARS accounts for various funds; identifies, researches, analyzes and takes appropriate corrective action to clear reconciling items; submits transaction requests to the SCO to correct errors as needed; analyzes and posts Journal Entries received from the SCO and Executive Orders from DOF; performs monthly reconciliation of the Fraud Restitution Accounts; reconciles monthly cash receipts of all types of revenues; provides assistance to department staff and management regarding issues that pertain to the General Ledger Unit.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS.
- Excellent communication and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

WHO MAY APPLY: Applications will be accepted from current California State employees at the Accountant Officer, Specialist level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Accountant Officer, Specialist #192-4546-018" on the State application.** For additional information, please call (916) 492-3351 or e-mail brownt@insurance.ca.gov.

FINAL FILING DATE: July 7, 2012 – COB (5:00 pm)

NOTE: Interested individuals, including list eligibility, must submit applications by the final filing date in order to be considered for this position.

06/26/12 tb

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD
AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF
RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
AGE OR SEXUAL ORIENTATION.
